

# NOTICE

Security and Safeguards Division

March 13, 2003

Notice No. 0114

## Security Plan Requirements Clarification and Deadline Extension

### Overview

General Security LIR (406-00-01) [Attachment 1 “Secure Work Practices.”](#) and [Attachment 2 “Facility Safeguards and Security Plans.”](#) establish requirements for the creation of activity and facility security plans. LANL Notice 109 established a deadline of March 14, 2003 for the implementation of these requirements.

This Notice shall clarify the requirements for security plans and further extend the deadline for the set of baseline Activity Security Plans to **May 2, 2003**.

**Guidance Note:** Resources to assist organizations in preparing security plans are available at the [Security Plans Web site](http://int.lanl.gov/security/plans/index.shtml) (<http://int.lanl.gov/security/plans/index.shtml>).

### Purpose

The requirements in this Notice shall define the criteria for “baseline” Activity Security Plans and establish a deadline for the completion of this type of plans. Additionally, this Notice shall exempt Facility Safeguards and Security Plans, Facility-Tenant Safeguards and Security Agreements, and any supplemental Activity Security Plans from any deadlines.

**Notice 109 “Extension of Security Plan Deadline” shall be rescinded concurrent with the publication of this Notice.**

**Guidance Note:** This Notice clarifies existing requirements and extends the deadline for their implementation; no new requirements are introduced. The anticipated impact of implementing this Notice is therefore negligible.

### Scope/Applicability

The revised requirement for implementation of security plans shall apply to all organizations that are required to create activity and/or facility security plans under General Security LIR [Attachment 1 “Secure Work Practices.”](#) and [Attachment 2 “Facility Safeguards and Security Plans.”](#)

## General Requirements for Security Plans

### Activity Security Plans

#### Background (Guidance)

The development of Activity Security Plans (ASPs) specific to an organization is an important aspect of the full implementation of ISSM. Applying the five step process, as presented in General Security LIR [Attachment 1 “Secure Work Practices.”](#) to specific security tasks within an organization is a vital facet of implementing the LIRs. Activity Security Plans exist to document how an organization applies the five-step process specific instances.

Activity Security Plans are classified in two groups:

- baseline ASPs (specifically required in S&S LIRs or attachments), and
- supplemental ASPs (created to address organizational security activities and local requirements beyond those specifically addressed in S&S LIRs or attachments).

#### **Requirements for Baseline Activity Security Plans**

- All baseline Activity Security Plans—those specifically required by the S&S LIRs and their attachments—must be completed by **May 2, 2003**.

**Guidance Note:** The baseline Activity Security Plans can include any forms, plans, checklists or other documents that are required by any S&S LIR or LIR attachment (with the exception of General Security LIR [Attachment 1 “Secure Work Practices”](#)).

- Prior to **May 2, 2003** security responsible line managers shall
  - determine which S&S LIRs and LIR attachments apply to their organizations,
  - identify any baseline Activity Security Plans required by the S&S LIRs/LIR attachments, and
  - ensure that these baseline Activity Security Plans are complete and accurate.

#### **Requirements for Supplemental Activity Security Plans**

- All supplemental Activity Security Plans **shall not** be subject to any absolute deadline.
- Security responsible line managers shall
  - determine if any issues related to their facilities, tasks, or activities require documented controls beyond those required by the baseline Activity Security Plans,
  - develop supplemental Activity Security Plans to address these issues as soon as practical.

**Guidance Note:** Supplemental Activity Security Plans, as required by General Security LIR [Attachment 1 “Secure Work Practices.”](#) are evolving documents that are intended to meet the specific needs of organizations. Therefore these plans are not subject to a specific deadline. However, if an Activity Security Plan is used as an administrative control to mitigate risks associated with a special project or event, then that plan should be completed before the project or event is begun.

#### **Facility Safeguards & Security Plans**

The completion of Facility Safeguards & Security Plans **shall not** be subject to any deadline until otherwise specified.

#### **Facility-Tenant Safeguards & Security Agreements**

The completion of Facility-Tenant Safeguards & Security Agreements **shall not** be subject to any deadline until otherwise specified.

## References

LIR 406-00-01 *General Security*,  
Attachment 1 “Secure Work Practices,” <http://ln.lanl.gov/lir/lir4060001att1.pdf>  
Attachment 2 “Facility Safeguards and Security Plans,”  
<http://ln.lanl.gov/lir/lir4060001att2.pdf>

## Questions?

Please address questions regarding security plans to Chris Wesolowski (7-0877) in the Security Integration group (S-2).

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*The OIC for this notice is **S-2 Security Integration** group and the responsible division director is S-DO.  
This Notice will remain in effect until November 2, 2003.*